
MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY ACCOUNTING/FINANCIAL

ITEM TIME	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION
1.	1099 Form: Statement of earnings over \$600.00 of earnings for services for Federal Tax purposes		4 years
2.	ANNUAL FINANCIAL REPORT: Report to Dept. of Administration and Board of County Commissioners		Permanent
3.	AUDIT REPORTS		3 years
4.	BANK STATEMENTS and CANCELED CHECKS	If only a list of checks cashed is returned, attach the list to the bank statement	*Audit + 7 years
5.	BUDGET: APPROVED FISCAL YEAR COUNTY Shows what is approved for each department for the fiscal year.	May be microfilmed.	Permanent: 1 copy in Clerk and Recorder office.
6.	CASH RECEIPTS: Shows amount received, from who, and what fund it went to.		*Audit + 1 year
7.	CHART OF ACCOUNTS	Original is kept in Helena.	Until superseded or no longer used.
8.	CLAIMS a. Invoice Schedules-used by auditors to show that invoices have been approved, paid, and entered into the accounting system. b. Payments to vendors for services and goods.		a. Audit plus 1 year b. *Audit + 7 years
9.	CLAIMS LIST/ REGISTER: May be kept by auditor if county has one. Report of all warrants paid to vendors.	If on computer, may be put on COM**	Permanent
10.	DETAIL POSTING BY ACCOUNT OR DEPT: Monthly listing of all transactions for each line item.	If on computer, may be put on COM.**	*Audit + 7 years
11.	DISBURSEMENT / EXPENDITURE REPORT: Monthly listing of expenses paid per line item.	If on computer, may be put on COM**	*Audit + 7 years
12.	FIXED ASSET INVENTORY: Inventory of county property, such as machinery, office equipment, etc.		*Audit + 1 year

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13.	GENERAL JOURNAL: Monthly list of each journal entry created.	If on computer, may be put on COM**	*Audit + 7 years
14.	GENERAL LEDGER/TRIAL BALANCE: Shows balance at month end of all line items.	If on computer, may be put on COM **	Permanent
15.	GRANT INFORMATION: a. Includes Budgets, financial information, financial report. b. Federal grants: such as: FEMA; fire, etc.		a. *Audit + 3 years b. Maintain as required by contract
16.	INDEMNITY BOND FILE: Form completed by vendors when checks are lost so new check can be issued.		*Audit + 7 years
17.	INTERFACE REPORTS- Reports used by auditors about all funds.		Audit + 7 years
18.	JOURNAL VOUCHERS: Transfer of funds between two departments.	If on computer, may be put on COM**	*Audit + 7 years
19.	MISCELLANEOUS BILLS- bills not generated on a regular basis, may include: board of pardons, solid waste, fees collected on site, etc.		Audit + 7 years
20.	MONTH END RECONCILIATIONS: Balancing of cash, expense, and revenue month to month.		*Audit + 1 year
21.	MONTHLY STATUS REPORT: Expense/ revenue comparison, budgeted amount vs. actual .		*Audit + 1 year
22.	OUTSTANDING ENCUMBRANCE REPORT: Shows listing of purchase orders encumbered that have not cleared the accounts payable system.		*Audit + 1 year
23.	OUTSTANDING PURCHASE ORDERS: Listing of purchase orders still in unpaid status.		*Audit + 1 year

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a.	PAYROLL RECORDS: a. Accruals, deductions, year and quarter to date registers, cost distributions, b. Employee history cards c. Overtime authorization and records d. Register e. Retirement Reports f. Time record/sheets g. W-2 form h. W-4 form i. Wage attachments j. Payroll personnel name and address list	If on computer, may be put on COM * * Permanent records may be microfilmed	a. 8 years b. Permanent c. *Audit + 1 year d. Permanent e. 8 years f. *Audit + 3 years g. 4 years h. 2 years after superseded or terminated. i. Length of attachment + 1 year j. until superseded or no longer used
25.	RECEIPTS: Duplicate A101 - Receipt for payment of account receivable invoices and other monies due the county. Reimbursement, etc.		*Audit + 1 year
26.	REVENUE REPORT: Monthly list of income per line item	If on computer, may be put on COM**	*Audit + 7 years
27.	SCHOOL DISTRICT BONDS AND COUPONS		Redeemed + 5 years
28.	SPECIAL IMPROVEMENT DISTRICT- (SID) RECORDS: Created by local governments for whatever reason necessary, May include roads, street lights, sewers, etc. Includes RSID, Rural Special Improvement Districts a. Bond Register/ Redemption reports b. Bonds and Redeemed coupons c. Files d. Payoff book e. Payoff slips f. Summary Delinquent	If on computer, may be put on COM**	a. Permanent b. Redeemed + 5 years c. 5 years after bonds are paid off. d. Permanent e. 10 years f. 10 years
29.	TAX DISTRIBUTION: (Accounting's copy) Shows how each tax dollar was disbursed among accounts.	superseded	*Audit + 1 year

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30. VENDOR LIST			Until superseded or no longer used.
31. WARRANTS:		If any of the items are on computer, may be put on COM**	
a. Approval list and pre warrant approval list			a. through e: *Audit + 7 years
b. Warrants- paid. If paid by the bank this may include the original, an image, or any list or other version of the warrant.*			
c. Canceled warrant list			* b. If only a list is returned, attach the list to the bank statement
d. Outstanding List			
e. Payroll			
f. Register			f . permanent
32. WORK PAPERS AND CLOSING FILES			*Audit + 1 year

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Revisions to ACCOUNTING/FINANCIAL Retention Schedule 8-1997:

8-4-97 added: ANNUAL FINANCIAL REPORT

8-4-97 Removed: CANCELED WARRANT LIST - is already under WARRANTS: item "d."
time IS Audit +7

8-4-97 changed: APPROVED FISCAL YEAR COUNTY BUDGET title
to : BUDGET: APPROVED FISCAL YEAR COUNTY

5-17-01 removed from PAYROLL RECORDS- OASI report

5-17-01 added Federal grants

REV 2.1 8-2004

8-2004 ANNUAL FINANCIAL REPORT changed "Commerce" to "Administration"

8-2004 BANK STATEMENTS- added "and CANCELED CHECKS" In "COMMENTS" added "If only a list of checks
cashed is returned, attach the list to the bank statement"

8-2004 Added: CHART OF ACCOUNTS - In Comments added "Original is kept in Helena" - Retention time "Until
superseded or longer used".

8-2004 CLAIMS added

a. Invoice Schedules-used by auditors to show that invoices have been approved, paid, and entered into the
accounting system. Retention time Audit + 1 year

8-2004 Added: INTERFACE REPORTS-Reports used by auditors about all funds. Retention time Audit + 7 years

8-2004 Added MISCELLANEOUS BILLS-bills not generated on a regular basis, may include: board of pardons, solid waste,
fees collected on site etc. Retention time Audit + 7 years

8-2004 added to PAYROLL RECORDS- j. Payroll personnel name and address list Retention time until superseded or no
longer used.

8-2004 Added VENDOR LIST Retention time Until superseded or no longer used.

8-2004 WARRANTS a. after Approval list added "and pre warrant approval list"

or b. after Warrants-paid. Added "If paid by the bank this may include the original, an image, or any list
other version of the warrant"

In RETENTION TIME added "b. If only a list is returned, attach the list to the bank statement".